

TSP Procedures for Contracts funded in FY2007

Adding Technical Service Provider (TSP) dollars to contracts where system practices exist with multiple conservation practices within the system. Requires TSP dollars be added for each practice within that system.

For example: TSP dollars added to a contract for design:

Contract CIN planned for Irrigation System Sprinkler (442)

Practices include:

Practice	Units	Amount of Unit	TSP NTE Rate/unit	Total TSP Dollars for Design*
442 – Irrigation System, Sprinkler	Ac.	49.3	\$22.7310	\$1121.00
430DD – Pipeline High Pressure Underground Plastic	Ft.	1000	\$0.5751	\$576.00
587 – Structure for Water Control	cfs	1	\$514.3684	\$515.00
Total TSP Dollars				\$2212

*NTE rates from TechReg: <http://techreg.usda.gov/>

Instructions for Modifying Contract:

1. Modify Contract

The screenshot shows the ProTracts web application interface. At the top, there is a navigation bar with links: Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, Log Off. Below this is a yellow banner indicating the session ends in 1 minute if not active. The main header is 'Conservation Contract'. The 'Modify' tab is selected and highlighted with a red circle. The contract details are displayed in a grid-like format:

- Program:** EQIP 2002
- Total Estimated Cost Share:** \$100,000
- Contract Number:** [blank]
- Contract Status:** Active
- Status Date:** 10/18/2006
- Participants:** [blank]
- FSA Contract #:** [blank]
- Start Date:** 4/2/2007
- Expires:** 9/30/2011
- Location:** GARFIELD, CO GLENWOOD SPGS SERVICE CENTER
- Current Contract Year:** First Year
- Modification Number:** 0
- Modification Date:** N/A
- Cost List:** COGarfieldEQIP 200207-01 - Garfield EQIP 2007 cost list
- FA Fund Code:** Colorado River - Water Quality/Quantity (Colorado)
- Planner:** Dennis F Davidson
- Treated Acres:** 49.3
- Land Units:** [blank]
- Crops:** [button]
- Conservation Plan:** Maverick_Ranch2
- Owner:** Free

At the bottom, there is a summary bar with the following information:

- Item:** 3
- Year:** 2007
- Estimated Cost-Share:** \$44,370
- Cost-Share Cap:** \$43,224.00
- Item Status:** Planned
- Status Date:** 3/19/2007

2. Click on Practice Tool Bar – “New Item”

The screenshot shows the ProTracts web application interface. At the top, there's a navigation bar with links like 'Go', 'Links', 'Customize Links', and 'Free Hotmail'. Below this, a form displays various fields: 'Treated Acres' (49.3), 'Land Units' (Land Units), 'Crops' (Crops), 'LiveStock Related' (Beef), 'Resource Concern' (Water Quantity: Excessive Seepage, Water Quantity: Inefficient Water Use on Irrigated Land), 'Conservation Plan' (Maverick_Ranch2), and 'Owner' (Free). A toolbar below the form contains buttons: 'Practice', 'View by Year', 'New Item' (circled in red), 'New NC Item', 'Copy Item', 'Add Components', 'Delete Item', 'Certification and Payment', '< Previous Item', and 'Next Item'. The main form area shows 'Item' (Irrigation System, Sprinkler), 'Year' (442), 'Estimated Cost-Share' (\$44,370), 'Cost-Share Cap' (\$43,224.00), 'Item Status' (Planned), and 'Status Date' (3/19/2007). The 'Narrative' field contains a detailed description of the irrigation system. The 'Land Units' section shows 'Land Units' and 'Incentive Practice' (Yes/No). The 'Resource Concerns' section shows 'Livestock Related?'. A 'Component' table is visible at the bottom, listing components like 'Irrigation System, Big Gun, Traveling Gun, per acre' with units, unit cost, rate, type, amount, and cost-share.

3. Select “911 Technical Assistance Reimbursements for Design”

The screenshot shows the ProTracts web application with a 'Practices' dialog box open. The dialog box lists various practices with their codes and units. The practice '911 Technical Assistance Reimbursement for Design' is highlighted with a red circle. The background shows the same form as the previous screenshot, but with the 'Practice' field set to 'Irrigation System, Sprinkler' and the 'Narrative' field containing a detailed description of the irrigation system. The 'Land Units' section shows 'Land Units' and 'Incentive Practice' (Yes/No). The 'Resource Concerns' section shows 'Livestock Related?'. The 'Component' table at the bottom lists components like 'Irrigation System, Big Gun, Traveling Gun, per acre' with units, unit cost, rate, type, amount, and cost-share.

4. Select “Fund code”, “Related Item”, enter “Amount” of units and “Land Units”. Indicate in narrative “practice and acres of NTE Rate” (if multiple NTE rates indicate each one),

Example: 7a – TSP rates for Design of (442) Irrigation System - 49.3 acres

7b – TSP rates for Design of (430DD) Pipeline High Pressure - Underground Plastic - 1000 feet

7c – TSP rates for Design of (587) Structure for Water Control - 1 cfs

Address: <https://protracts.sc.egov.usda.gov/ProTracts/ManageContract.aspx?ContractID=bd0bece3-238d-4f75-b9f8-c2071cf87dc> Go Links Customize Links Free Hotmail

Location: GARFIELD, CO
GLENWOOD SPGS SERVICE CENTER

Current Contract Year: First Year **Modification Number:** 1 **Modification Date:** N/A

Cost List: COGarfieldEQIP 200207-01 - Garfield EQIP 2007 cost list

FA Fund Code: Colorado River - Water Quality/Quantity (Colorado) **TA Fund Code:** EQIP TSP TA Funds (ALL OFFICES)

Planner: Dei Da

Treated Acres: 49.3 **Land Units:** Land Units **Crops:** Crops

Conservation Plan: Maverick_Ranch2 **Owner:** Free

Beef

Water Quantity: Excessive
Seepage Water Quantity: Inefficient
Water Use on Irrigated Land

LiveStock Related: LiveStock
Resource Concern: Resource Concern

Practice View by Year New Item New NC Item Copy Item Add Components Delete Item Certification and Payment < Previous Item Next Item

Item: 7 Year: 2007 Estimated Cost-Share: 0 Cost-Share Cap: Item Status: Draft Status Date: 4/4/2007

Practice: Technical Assistance Reimbursement for Design Code: 911 Units: no Amount: 49.2 Payment Status: Eligible

Narrative: 7a - TSP rates for Design of (442) Irrigation System - 49.3 acres
7b - TSP rates for Design of (430DD) Pipeline High Pressure - Underground Plastic - 1000 feet
7c - TSP rates for Design of (587) Structure for Water Control - 1 cfs

Fund Codes: EQIP TSP TA Funds (ALL OFFICES)

Related Item: Item 3 (442)

Land Units: Land Units

5. Add Components

Repeat "Add components" for number of different units, one component for each unit.
i.e. Ac, ft, cfs; 3 units = 3 components

Address: <https://protracts.sc.egov.usda.gov/ProTracts/ManageContract.aspx?ContractID=bd0bece3-238d-4f75-b9f8-c2071cf87dc> Go Links Customize Links Free Hotmail

Location: GARFIELD, CO
GLENWOOD SPGS SERVICE CENTER

Current Contract Year: First Year **Modification Number:** 1 **Modification Date:** N/A

Cost List: COGarfieldEQIP 200207-01 - Garfield EQIP 2007 cost list

FA Fund Code: Colorado River - Water Quality/Quantity (Colorado) **TA Fund Code:** EQIP TSP TA Funds (ALL OFFICES)

Planner: Dei Da

Treated Acres: **Land Units:** Land Units **Crops:** Crops

Conservation Plan: Maverick

Beef

Water Quantity: Excessive
Seepage Water Quantity: Inefficient
Water Use on Irrigated Land

LiveStock Related: LiveStock
Resource Concern: Resource Concern

Practice View by Year New Item New NC Item Copy Item Add Components Delete Item Certification and Payment < Previous Item Next Item

Item: 7 Year: 2007 Estimated Cost-Share: 0 Cost-Share Cap: Item Status: Draft Status Date: 4/3/2007

Practice: Technical Assistance Reimbursement for Design Code: 911 Units: no Amount: 49.3 Payment Status: Eligible

Narrative: 7a - TSP rates for Design of (442) Irrigation System - 49.3 acres
7b - TSP rates for Design of (430DD) Pipeline High Pressure - Underground Plastic - 1000 feet
7c - TSP rates for Design of (587) Structure for Water Control - 1 cfs

Fund Codes: EQIP TSP TA Funds (ALL OFFICES)

Related Item: Item 3 (442)

Land Units: Land Units

Components - Microsoft Internet Explorer

Practice: Technical Assistance Reimbursement for Design
Code: 911

Component	Units	Unit Cost	Cost Type	Cost Share
<input checked="" type="checkbox"/> Tech. Assist. Reimbursement, Design	No	\$0.00	AM	100 %

6. Add “Unit cost” (NTE Rate) and Amount (Units)

Address: <https://protracts.sc.egov.usda.gov/ProTracts/ManageContract.aspx?ContractID=bd0bece3-238d-4f75-b9f8-c2071cfe87dc> Go Links Customize Links Free Hotmail

Treated Acres: 49.3 Land Units: Land Units Crops

LiveStock Related: Quantity: Excessive Seepage Water Concern: Quantity: Inefficient Water Use on Irrigated Land

Conservation Plan: Maverick_Ranch2 Owner: Free

Practice View by Year New Item New NC Item Copy Item Add Components Delete Item Certification and Payment < Previous Item Next Item

Item: 7 Year: 2007 Estimated Cost-Share: 2212 Cost-Share Cap: Item Status: Draft Status Date: 4/4/2007

Practice: Technical Assistance Reimbursement for Design Code: 911 Units: no Amount: 49.2 Payment Status: Eligible

Narrative: 7a - TSP rates for Design of (442) Irrigation System - 49.3 acres
7b - TSP rates for Design of (430DD) Pipeline High Pressure - Underground Plastic - 1000 feet
7c - TSP rates for Design of (587) Structure for Water Control - 1 cfs

Fund Codes: EQUIP TSP TA Funds (ALL OFFICES) Related Item: Item 3 (442)

Land Units: Land Units

Component Delete Component Sort Components

CIN	Component	Units	Unit Cost	Rate	Type	Amount	Cost Share
7a	Tech. Assist. Reimbursement, Design	No	\$ 22.7310	% 100	AM	49.3	\$ 1121
7b	Tech. Assist. Reimbursement, Design	No	\$ 0.5751	% 100	AM	1000	\$ 576
7c	Tech. Assist. Reimbursement, Design	No	\$ 514.3684	% 100	AM	1	\$ 515

7. “Submit for Approval”

8. Repeat Procedures Steps 2 – 6 for:
- TSP Installation and
 - TSP Check-out if needed.
 - One CIN per Practice. (911, 912, 913)